

KY Vets Tool Kit- Designed to tool Kentucky veterans to a successful long term career pathway. This tool kit will aid a veteran no matter their starting point. Whether their desire is to update their resume, effectively seek employment, or improve their workforce skills, the veteran will have the resources they need to reach their career goal!

1. Workforce Training- Improve skills
2. Resume Assistance -Create/Update resume
3. Effective Job Search and Networking
4. Master the Interview
5. Other Resources

1. Workforce Training- Improve skills

Free workforce training tools can allow a user to brush up on their technology skills. Alison and GCFLearn.free provides free computer and technology training to get you ready for the modern workforce.

A. “ALISON is one of the leading FREE online learning websites. ALISON offers courses on a variety of topics, including tutorials on Microsoft® Word, Excel and Access; Google Gmail; understanding potential workplace safety issues; basic economics; and even identity theft. Many of the courses are designed to assist individuals in the workplace, but other courses are available for personal satisfaction and enrichment. ALISON is also self-paced and structured for either workplace groups or individuals. All courses on ALISON are accessible for free.”

Use this link to access free courses: <https://alison.com/>

(Note: “ALISON may charge the learner a nominal cost for certificates or parchments related to course completions.”)

B. “Funded by the Goodwill Community Foundation, GCFLearnFree.org provides free computer, technology, and life skills training online. Users can sign up for scheduled online classes, or take any of the free tutorials at their own pace. Popular topics include computer, technology, math and money, basics, career and workforce development, and other everyday life skills.”

<http://www.gcflearnfree.org/>

- To explore other training opportunities to improve your workforce skills and other educational opportunities visit the Kentucky Career Center’s Labor Market Information website. The link is below to start.

<https://kylmi.ky.gov/vosnet/Default.aspx>

From the home page click “Education and Training” next, click “educational services” lastly, click “online resources” to view the complete list.

2. Resume Assistance -Create/Update resume

- A. The resume builder link below is provided by Toyota and the United States Chamber of Commerce. This tool is user-friendly and can organize military and civilian employment history information to create a clean resume with ample white space making it easy for the employer to review.

<https://www.resumeengine.org/>

3. Effective Job Search and Networking

- A. Informal Job Search Networking

Networking for a job really does work. At least 60% - some report even higher statistics - of all jobs are found by networking. Use links below to learn more.

<https://www.thebalance.com/how-to-use-networking-to-find-a-job-2058686>

- B. LinkedIn is a great tool to use for networking for a career. This article explains 35 tips on how to use the LinkedIn tool.

<https://blog.hubspot.com/blog/tabid/6307/bid/23454/The-Ultimate-Cheat-Sheet-for-Mastering-LinkedIn.aspx#sm.000avfz2u11mrfl0104dg22wulihu>

- C. The employment game is ever changing. Below is a link to 12 Tips for a successful Job Search Strategies for 2017. Examples are: be positive, stay motivated, create a personal marketing plan and use LinkedIn. To read the full list of strategies click the link below.

<https://www.linkedin.com/pulse/12-tips-successful-job-search-strategies-my-gift-fugazzie-mba>

- D. List of government links for other job search tools: Department of Defense, USA jobs, Department of Labor, etc.

<http://www.h2h.jobs/links.html>

4. Master the Interview

- A. For what you lack in experience make up in preparation. Get prepared by practicing interview questions days before the interview. Employers know when you are under prepared. Writing out your answers beforehand is a great way to get your thoughts organized and be able to recall those thoughts during the interview. The link below will direct you on how to answer best.

<http://careers.workopolis.com/advice/ten-questions-you-are-sure-to-be-asked-in-every-job-interview-and-how-to-answer-them/>

- B. Another step to master the interview is to prepared three to six questions pertaining to the job to ask the employer or interviewer. The link below for suggestions of questions you should ask the employer during an interview

<http://www.forbes.com/sites/nextavenue/2014/06/18/10-job-interview-questions-you-should-ask/#62bb1467191e>

- C. For more interview questions one should consider asking click on the link below.

<https://www.linkedin.com/pulse/1-most-impressive-job-interview-question-ask-dave-kerpen>

- D. To ensure the interview day goes smooth see these quick tips to implement to help navigate the interview day with the least amount of stress:

1. Know where you need to go and allow plenty of time, arrive 15 minutes early.
2. Download driving directions. ...
3. Obtain the correctly spelled name of the interviewer and know their title
4. Schedule time for the interview. ...
5. Conduct a mirror check. ...
6. Pop a breath mint. ...
7. Turn your cell phone off.
8. Take a restroom break before.

Link to article: <http://www.forbes.com/sites/lisaquast/2013/08/05/8-tips-to-navigate-the-interview-day-with-the-least-amount-of-stress/#3202aedc7738>

- E. At the Interview Checklist:

- ✓ Make a good first impression
- ✓ Be honest and be yourself
- ✓ Understand the question and answer it completely, don't say just "yes" or "no".
- ✓ Positively promote your skills
- ✓ Ask questions (3-5)
- ✓ Exit with a smile, shake hands and thank the interviewer.

- F. Post interview steps:

1. Hand write a thank you note to the interviewer or send an email within 24 hours of your interview. Thank them for their time, address any questions you may need to clarify from the interview or add to but be brief and tell

them you are interested in the position. For more tips read this article.

<https://www.mediabistro.com/get-hired/interview-tips/after-the-interview-8-key-steps-to-land-the-job/>

5. Other Resources

Hire Heroes USA <http://hireheroesusa.org/>

Career Walkthrough Kentucky Career Center

<http://kcc.ky.gov/career/If-you-are-Unemployed/Pages/Career%20Walkthrough.aspx>

Find your local resources

https://www.localjobnetwork.com/articles/LVERDVOP?s.p=1&s.keywords=&s.state_code=ky